



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: May 20, 2021

Date of Meeting: May 27, 2021

Submitted by: Town Council Chair Tom Koenig and Vice Chair Finlay Rothhaus

Department:

Time Required: 20 minutes

Speakers:

Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input type="checkbox"/>	Old Business:	<input checked="" type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

## TITLE OF ITEM

Technology Committee Charge Revision

## DESCRIPTION OF ITEM

The Town Council to review and consider revising the Technology Committee's current Charge

## REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

## CONTACT INFORMATION

Name:	<u>Tom Koenig</u>	Address	<u>6 Baboosic Lake Road</u>
Phone Number		Email Address	<u>tkoenig@merrimacknh.gov</u>

## APPROVAL

Town Manager: Yes  No:  Chair/Vice Chair: Yes  No:

Hold for Meeting Date: \_\_\_\_\_

# Technology Committee

## **Committee Membership –**

5 members (4 full members & 1 Council Rep)

## **Committee Charge -**

Provide ongoing assessment to the Town Council of the Town's use of technology, both software and hardware as it is used today and looking into the future. The assessments may be broken down as the Committee sees fit (by department, hardware or location) and will include recommendations on moving the Town and its employees forward in the use of Technology. Specific areas the Town Council would like the committee to focus on are networking, software license compliance, website utilization, hardware compatibility, anti-ransomware, security, and ensuring compliance to protect the town's files and records.

Meetings will be at least quarterly, called by the committee chair.

Approved: April 22, 2021

Posted: April 26, 2021

Sarita Croce reviewed the achievements through the consent decree.

- Saint-Gobain is required to reduce operating hours by 433 hours per month
- Saint-Gobain is required to reduce PFOA emissions by 42% based on 2018 emissions.
- Testing of the inlet and outlet of the RTO to ensure it is properly removing PFAS.

Sarita Croce stressed a significant achievement for the Town was the requirement of testing prior to sending materials to the RTO followed the testing of the outlet of the RTO resulting in controlled hydrogen fluoride emissions. She stated that previously the NHDES did not require this testing. She advised the Town Council that Saint-Gobain prior to placing the RTO online on July 30, 2021 is required to complete the analysis/testing by June 30, 2021. She stated that per the agreement Saint-Gobain must also control the emissions. Sarita Croce stated that Saint-Gobain is also required to conduct a rainwater study on and off site to determine the impact of their emissions on the storm water and groundwater. Sarita Croce asserted that going forward the Town must continue monitoring and reviewing technical documents provided by Saint-Gobain and the NHDES. She urged the Town to remain vigilant to ensure that the hydrogen fluoride calculations are accurate, stack testing is executed correctly and the analytical data is correct. Sarita Croce does not want to see Saint-Gobain and the NHDES repeat the mistakes.

Sarita Croce thanked the Town Council, Town Manager Eileen Cabanel and Assistant Town Manager Paul Micali for their leadership and guidance. Chairman Koenig stressed the significant improvement in the permit requiring Saint-Gobain to evaluate the amount of fluorine is in their overall process and ensure that nothing comes out the other end of the RTO or exceeds the ambient air limit. Vice Chair Boyd appreciated the storm water and ground water study that is now included in the settlement agreement. Sarita Croce agreed that the safety of the rivers and lakes is vital.

### **3. Annual Review with the Technology Committee**

*Submitted by Technology Committee Member John Sauter*

Per Town of Merrimack Charter Section 6-6, at least annually, there should be an annual review with the Technology Committee. This agenda item is to highlight the committee's significant actions, current projects, anticipated actions, and to raise any concerns the Council should know or could act on. Mr. John Sauter advised the Town Council that the Technology Committee was not able to meet last year because the committee does not have a quorum. He stated that currently the Technology Committee only has two members and the committee consists of 5 members. He advised the Town Council that he participated in the interview of the new technology coordinator. Councilor Rothhaus inquired if a quorum is necessary for this committee. He suggested make changes that allows the group to meet and work with the technology coordinator for the good of the town. Vice Chair Boyd suggested including the technology coordinator as a committee member giving the current committee a quorum. Assistant Town Manager Paul Micali stated that the technology committee is not prohibited from meeting they just cannot vote without a quorum. He does believe the technology coordinator is a committee member.

Kevin Cotreau Technology Committee member suggested reducing the number of committee members from five to three. He stated that he has been a member of the committee for the past two years and they have not been able to hold a meeting because they do not have a quorum. Chairman Koenig agreed and suggested changing the membership from five members to three members. Town Manager Eileen Cabanel stated that it will placed on the next agenda. Chairman Koenig reiterated that the committee could meet for discussions only, voting would not be allowed without a quorum. Town Manager Eileen Cabanel pointed out that the Technology Committee is an advisory committee and she

**Approved: April 22, 2021**

**Posted: April 26, 2021**

does not believe there needs to be concern regarding committee rules. She very much appreciates their advisory role.

### **Public Hearing**

None

### **Legislative Updates from State Representatives**

Chairman Koenig read the following email he received from State Representative Maureen Mooney:

Greetings, Town Councilors:

- 1.) The House Judiciary Committee voted to retain [HB 478](#) (An ACT relative to treatment of PFAS contaminants in the drinking water of the Merrimack Village Water District). This retention means the bill will be considered further by the committee with a recommendation due in 2022.
- 2.) The following bills came out of House committees with "Ought to Pass" or "Ought to Pass with Amendment" recommendations and will likely be considered during the upcoming House sessions on April 7-9, 2021:  
[HB 236](#) (An ACT creating a statute of limitations on civil actions relative to damage caused by perfluoroalkyl and polyfluoroalkyl substances);  
[HB 271](#) (An ACT relative to standards for per and polyfluoroalkyl substances (PFAS) in drinking water and ambient groundwater);  
[HB 135](#) (An ACT requiring parties responsible for pollution of a drinking water supply to be financially responsible for certain consequences of that pollution).
- 3.) The Commission on the Environmental and Public Health Impacts of Perfluorinated Chemicals is making an effort to inform members of when water-related bills have hearings so the members can sign in support. I can be sure the town is notified as well.

Thank you for all you do.

Respectfully submitted,  
Rep. Maureen Mooney (R-Merrimack)

### **Town Manager Report**

Contract Assessor Loren Martin and Assistant Town Manager / Finance Director Paul Micali teamed up with our Media Division to create an educational show about the upcoming Town-wide Re-evaluation. This is will be aired within the next couple of weeks on our local community television station and a link will be on the Town website as well.

### **Consent Agenda**

None

### **Old Business**

None

### **New Business**

#### **1. Little Free Library at Horse Hill Nature Preserve**

*Submitted by Angie Merrill*

The Town Council was presented with and asked to consider a proposal to build a Little Free Library at Horse Hill Nature Preserve. Angie Merrill addressed the Town Council. She informed the Town Council that the Little Free Library is a non-profit organization. She stated that the concept is take a book, leave a book. She stated that books are free. Angie Merrill provided a suggested build plan for



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: March 4, 2011  
 Submitted by: Vice Chair Tom Mahon and Councilor Brian McCarthy  
 Department:  
 Speakers: Tom Mahon and Brian McCarthy

Date of Meeting: **March 24, 2011**  
 Time Required: 15 minutes  
 Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input type="checkbox"/>	Old Business:	<input checked="" type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

## TITLE OF ITEM

Revision of the Technology Committee Membership Makeup and Charge

## DESCRIPTION OF ITEM

The Town Council will consider modifying the membership makeup of the newly formed Technology Committee to consist of six members (five full members and one Council appointed representative). Initial appointments will be for one for a one year term, two for a two year term and two for a three year term with the Council appointed representative being a yearly appointment. The Town Council will also consider revising the Committee's charge.

## REFERENCE (IF KNOWN)

RSA: \_\_\_\_\_ Warrant Article: \_\_\_\_\_  
 Charter Article: \_\_\_\_\_ Town Meeting: \_\_\_\_\_  
 Other: \_\_\_\_\_ N/A

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

## CONTACT INFORMATION

Name: **Tom Mahon** Address: **6 Baboosic Lake Road**  
 Phone Number: **424-2331** Email Address: **tmahon@merrimacknh.gov**

## Technology Committee

### **Committee Membership –**

Initially the Council voted to:

Well it was approved to be established with 5 members (4 full members & 1 Council Rep) with 2 alternate positions

After the interviews Tom and I are recommending:

The Committee shall consist of six members (five full members and one Council appointed representative). Initial appointments will be for one for a one year term, two for a two year term and two for a three year term with the Council appointed representative being a yearly appointment.

This change adds one additional full member and removes the two alternative positions.

### **Committee Charge -**

Initially the Council voted to:

Conduct a thorough technology assessment that will assess adequacy of hardware, software, power consumption, security, and utilization habits; prioritize risks; develop a comprehensive multi-year plan; and recommend an implementation schedule.

After the interviews and discussions with the candidates who have a wide range of experience in both hardware and software and security it was clear that it needed a little work:

Provide ongoing assessment to the Town Council of the Town's use of technology, both software and hardware as it is used today and looking into the future. The assessments may be broken down as the Committee sees fit (by department, hardware or location) and will include recommendations on moving the Town and its employees forward in the use of Technology. Specific areas the Town Council would like the committee to focus on are networking, software license compliance, website utilization, hardware compatibility and power utilization.

The Committee shall be looked at by the Department Heads as resource to investigate and provide recommendations on future software and hardware purchases.

This cleared up that this is not a short-term committee and includes the request for areas the Committee should focus on (which is everything). The thoughts were that the Committee could be used to look at software options for problems departments are having in their day to day work which is the intent of the last paragraph.

Conduct a thorough technology assessment that will assess adequacy of hardware, software, power consumption, security, and utilization habits; prioritize risks; develop a comprehensive multi-year plan; and recommend an implementation schedule.

The committee is further tasked with providing ongoing assessments to the Town Council and Town Manager regarding the Town's use of technology, both software and hardware, as it is used today and looking into the future:

- a . specific areas of focus are networking, software license compliance, security, hardware compatibility and power utilization;
- b . the assessments may be documented as the Committee sees fit, for example, by department or by hardware, or by location;
- c . make recommendations on moving the Town, and its employees, forward in the use of Technology in a rational and affordable manner;
- d . act as a resource for the Town Manager, Department Heads and employees to investigate and provide recommendations on future software and hardware purchases.

The Committee's primary contact will be with the Town Manager. However, the committee is expected to report on their activities to the Town Council at least annually.

Approved: December 16, 2010

Posted: December 20, 2010

respectful. Councilor Yakuboff suggested that Juni pass the donation envelope around the table and the Councilors contributed to the cause. Chairman Koenig commended Juni for her electrifying enthusiasm. Juni thanked the Council for their support.

*Chairman Koenig called a brief recess*

**2. Proposal to Disband the Cable TV Advisory Committee and Establish a Technology Committee Submitted by Vice Chair Mahon**

Vice Chair Mahon explained that the action of the Council is requested to disband the Cable TV Advisory Committee and form a Technology Committee to conduct a detailed review of the Town's use of technology and make recommendations regarding best management practices, hardware, software and energy usage, pursuant to Charter Article 6-1 E. Councilor McCarthy stated that the CATV committee in the past recognized the need for a Technology Committee. He stated that currently the CATV does not have enough members to hold a meeting, and they would need the representative from the School Board and the Town Council for a quorum. Councilor McCarthy outlined his involvement and background with the CATV committee. Councilor Rothhaus thanked the members of the CATV committee for their service.

**MOTION was made by Councilor Yakuboff and seconded by Councilor Dwyer to disband the Cable TV Advisory Committee. MOTION CARRIES 7-0-0**

The Council discussed the formation of a Technology Committee being 6 members with staggered terms plus one Council member. Vice Chair Mahon and Councilor McCarthy would work together on a charge for the committee. Town Manager Keith Hickey expressed concern regarding the size of the committee and challenges that could arise in getting a quorum. He suggested the committee report to the Technology Coordinator or himself. Vice Chair Mahon suggested reducing the committee size to 4 appointed members and one Town Councilor. The Council agreed that the suggested charge from Vice Chair Mahon is a good starting point for the committee's charge.

**MOTION was made by Vice Chair Mahon and seconded by Councilor Yakuboff to establish a Technology Committee. MOTION CARRIES 7-0-0**

**2. Review of Proposed 2011/12 Capital Improvement Plan**

*Submitted by Town Manager Keith Hickey and Finance Director Paul Micali*

The Town Manager and Finance Director reviewed the CIP that will be presented to the Planning Board in November 2010. Town Manager Keith Hickey explained that Minor projects are \$100,000 or less and Major projects are \$100,000 and more. He stated that vehicles are excluded from the CIP. He reviewed the proposed CIP Major Projects issuance of new debt. He removed the northwest fire station. New to the CIP is the Library Phase I, II and III. Town Manager Keith Hickey stated that the proposed CIP is proposed by department heads and he acknowledged that most will not be funded. Town Manager Keith Hickey stated that this is a planning document for the Planning Board. The Planning Board will rank the needs of the projects and present their recommendations back to the Town Council.

Councilor Dwyer questioned schedule 2 line 16 sewer line extension. Town Manager Keith Hickey explained that the current balance of the sewer line extension CRF is approximately \$900,000. The Public Works Director has suggested using the funds to extend sewer to areas of Town without sewer. Town Manager Keith Hickey explained that there are other CIP recommendations from the DPW Director included in the CIP such as the Storm Water Drainage Master Plan to address the drainage issues in Town and the need to overlay DW Highway from Baboosic Lake Road and Continental Blvd. He reviewed the needs for culvert replacements in Town. Town Manager Keith Hickey reviewed the need for annual funding for road improvements. There was a discussion regarding the improvements needed at the Wastewater facility.

**3. Review of the First Quarter Financial Results for Fiscal Year 2010/11**

*Submitted by Finance Director Paul Micali*